

PS4220.02 MOBILE HOME SITES, STAFF HOUSING



U.S. Department of Justice  
Federal Bureau of Prisons

Program

Statement

OPI: ADM  
NUMBER: 4220.02  
DATE: September 16, 1993  
SUBJECT: Mobile Home Sites,  
Staff Housing

1. PURPOSE AND SCOPE. To define the Federal Bureau of Prisons' (BOP) minimum requirements for the establishment of sites for staff owned and occupied mobile homes. Care must be taken in the determination of the need, planning, construction, and operation of these sites to insure that the goal of decent and affordable housing for staff and their families is accomplished.

2. BACKGROUND. The shortage of safe and affordable housing is acute in some regions of the country. Public Law 88-459 (5 U.S.C. 5911) authorizes Government agencies to provide quarters and facilities to civilian employees whenever conditions of employment or availability of quarters warrant such action. The construction of mobile home sites to serve as reservation housing in areas of excessively high housing costs and low vacancy rates of privately owned rental properties is one method of alleviating the difficulties posed by this problem.

3. DIRECTIVES AFFECTED.

a. Directives Rescinded. None.

b. Directives Referenced

P.S. 4200.7	Facilities Operations Manual (06/24/91)
P.S. 4400.2	Property Management Manual (07/16/90)

4. STANDARDS REFERENCED. None.

5. PROGRAM GOAL. The goal of this Program Statement is to present minimum standards for the assessment of need, construction, and operation of sites for placement of staff owned and occupied mobile homes.

6. DEFINITION. For this Program Statement's purposes, the following definition applies:

Mobile Home. A structure transportable in one or more sections which is built on a permanent chassis and designed to be used as a dwelling when connected to the required utilities. Plumbing, heating, air-conditioning and electrical systems are contained within the structure.

7. NEEDS ASSESSMENT. Construction of such sites may be undertaken only when the need has been clearly identified by a survey of the availability of privately owned rental housing, including rental mobile home sites, and approved by the affected Regional Director.

a. Survey. Institutions considering the construction of sites for staff owned and occupied mobile homes shall have a survey conducted of the availability and affordability of privately owned rental housing and mobile home sites. The survey shall be conducted by a licensed appraisal firm. The focus of the survey shall be the cost and vacancy rates of privately owned rental housing located within a 20 mile radius of the institution. The survey shall include information pertaining to qualifying income and vacancy rates. Attributes of the area surrounding the housing including its proximity to public services, crime rate, and other pertinent features related to the desirability of existing rental housing shall be identified.

b. Review and Approval. The results of the survey shall be forwarded to the Regional Director who shall make the final decision for approval or disapproval to proceed with the project. Following final approval to proceed with a project, an Institution Supplement shall be issued prior to occupancy. At a minimum, the supplement shall include the attached "Articles of Covenant" (Attachment A) and shall insure all operating standards are met.

8. CONSTRUCTION STANDARDS. Construction standards set forth in this Program Statement are minimum standards. Any federal, state or local codes requiring adherence to more stringent standards, including those related to environmental legislation, shall supersede these requirements. Local institutions may also establish more stringent construction requirements.

a. Construction Restrictions. No construction shall take place within a 100 year flood plain, in areas protected as wetlands or where soil conditions would prohibit the proper placement of mobile home pads. The ability to anchor mobile homes in a manner that will resist seismic, wind and snow loads in accordance with the American National Standards Institute (ANSI) A58.1, "Minimum Design Loads for Buildings and Other Structures," is mandatory.

b. Streets and Sidewalks. All streets leading to individual pads shall be paved and be a minimum of 20 feet wide. The width of the street shall be increased by 8 feet for each side where parking is permitted.

A sidewalk a minimum of 4 feet wide shall be provided along the front edge of the pad. The sidewalk shall connect with either the driveway (if one is provided) or the street. The sidewalk shall be installed in such a way as to promote drainage away from the pad and prevent the ponding of water.

c. Utilities. All utilities entering the site must contain shut-offs activated by ground shaking if the site is located in seismic zone 2 or higher as identified by the Seismic Zone Map of the United States contained in the Uniform Building Code (UBC). All site utilities shall be underground.

Each lot will be provided with water, sewer, electrical and telephone service. Natural gas service shall be provided if available in the area. Utilities provided to the lot will extend upward from the pad and be protected by a concrete collar extending a minimum of 3 inches above the pad and extending a minimum of 12 inches from the outside of any utility conduit. Utilities shall be protected from freezing.

d. Water Service. Water service to the site must meet all National Fire Protection Association (NFPA) requirements governing such service. Local municipal fire departments should be consulted prior to the ordering and installation of hydrants to ensure the compatibility of the hydrants with the fire department's equipment.

e. Sewer. All sewer lines four inches in diameter or less will be provided with cleanout intervals no greater than every 50 feet. Sewer lines larger than four inches in diameter will be provided with cleanouts at intervals no greater than every 100 feet.

f. Lot Requirements. Each lot will be provided with a poured concrete pad to reduce the formation of ditches and odor build up. Each pad shall be sized to accept a double wide mobile home. The pad shall also contain provisions for the anchoring of a single wide mobile home. The pad shall be at least 12 feet from the front lot line, 20 feet from the side lot lines and 20 feet from the rear lot line. The pad will be poured in a manner to prevent the flow of storm water under the mobile home.

A driveway may be provided for each lot. The driveway must be a minimum of 20 feet in length and 10 feet in width. The driveway shall be paved and constructed in such a manner as to allow for proper drainage of water from it in a direction away from the pad.

g. Grading. Public areas and individual lots shall be graded in such a manner as to adequately control storm water run-off and prevent the ponding of water.

h. Site Lighting. Adequate lighting shall be provided to illuminate streets, driveways and walkways for the safe movement of vehicles and pedestrians at night. The level of lighting is left to the discretion of the institution, but reference to local codes and standards is recommended.

9. RENTAL RATES. Rental rates for these sites will be established by the Central Office, Property Management Section, in accordance with Office of Management and Budget (OMB) Circular A-45, revised utilizing the Quarters Management Information System (QMIS) and the Property Management Manual.

10. HOUSING COMMITTEE. A Housing Committee shall be established in accordance with the provisions of the Property Management Manual.

a. Tenant Selection Criteria. The Housing Committee shall establish criteria for the selection of tenants. The criteria shall comply with the provisions of the Property Management Manual.

b. Inspections. The Housing Committee shall be responsible for the periodic inspection of each of the mobile home lots and its surrounding area. Those owners not maintaining their mobile homes and lots at a high standard of appearance shall be notified of any deficiencies. Should the owner not correct the deficiencies within a time period established by the Housing Committee, the Housing Committee, with the Warden's approval, shall be empowered to terminate the owner's rental agreement and require the removal from the premises of the mobile home and all personal property.

11. OPERATING STANDARDS. Operating standards set forth in this Program Statement are minimum standards and may be superseded by State or local occupancy codes prescribing more stringent standards.

a. Financial Responsibility. Owners must obtain liability insurance in accordance with the provisions set forth in the Institution Supplement. The owner of the mobile home is solely responsible for the payment of all fees and taxes related to the mobile home.

b. Mobile Home Size and Safety. The minimum dimensions of a mobile home eligible to occupy a pad shall be 50 feet in length and 10 feet in width. The Institution Supplement may increase these minimum dimensions. The mobile home must meet the requirements of ANSI 119.1, if built prior to June 15, 1976. The mobile home must meet the requirements of the Federal Manufactured Home Construction and Safety Standards, 24 CFR 3280, if built on or after June 15, 1976. A seal will be affixed to a mobile home meeting 24 CFR 3280.

c. Occupancy. Occupancy of the pad is limited to owner occupied mobile homes. Under no circumstances may a mobile home be subleased or rented. A mobile home purchased with financing is considered to be owner occupied. The owner is solely responsible for the installation and removal of the mobile home.

d. Utility Connections. Procedures for the connection of utilities will be defined by the Housing Committee. All connections must comply with local codes.

e. Parking. Parking is limited to driveways (if provided) and streets where permitted. Each lot is limited to two passenger carrying vehicles. All vehicles must be currently registered and maintained in a safe operating condition. Exceptions to this limitation will be at the institution's discretion. (See articles of covenant section 2 (g)).

f. Accessory Building. One accessory building may be permitted at the institution's discretion. The accessory building must be of wood or metal construction and no more than 140 square feet in area. This building must be located in an area designated in the Institution Supplement.

g. Skirting. Skirting must be applied to the mobile home within 30 days of placement on the pad. The skirting material shall be durable and compatible with the material of the mobile home. The skirting shall allow for adequate ventilation of the area under the mobile home.

h. Site Restoration. The site must be restored to its initial condition by the owner of the mobile home when vacated. All items brought to the site, including accessory buildings, must be removed within seven days of vacating the pad.

i. Firearms Prohibition. In accordance with the Property Management Manual, Chapter 45, firearms and/or weapons will not be kept in mobile homes located in staff mobile home parks. This includes firearms of all types, and other types of weapons such as, but not limited to, crossbows, bows, arrows, explosive devices, ammunition, or pellet guns.

12. INSTITUTION SUPPLEMENT. Construction and operation of sites for staff owned and occupied mobile home sites shall be governed by the minimum standards set forth herein. An Institution Supplement shall be prepared to implement this Program Statement at those institutions presently having mobile home parks or for those institutions approved for mobile home parks, prior to first occupancy. The Institution Supplement shall cover items outlined in Sections 9 through 11 and note any construction standards more stringent than those outlined in Section 8.

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Kathleen M. Hawk  
Director

## ARTICLES OF COVENANT

### ARCHITECTURAL STANDARDS

No building, fence, wall or other structure shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing by the Housing Committee of the institution.

### USE RESTRICTIONS

Section 1. - Residential Use. All lots and homes shall be used for residential purposes exclusively.

Section 2. - Prohibited Uses and Nuisances.

(a) No noxious or offensive trade or activity shall be carried on within the common area or within any home on the properties nor shall anything be done therein or thereon which may be or become an annoyance to the neighborhood or the other owners.

(b) There shall be no obstruction of any common area, except as herein provided. Nothing shall be stored upon the common area, except as herein provided, without the approval of the Housing Committee of the institution. Vehicular parking upon the common area shall be limited to marked parking areas.

(c) Nothing shall be done or maintained upon the common area which will increase the rate of insurance of owners. Nothing shall be done or maintained on the common area which would be in violation of any law. No waste shall be committed upon the common area.

(d) No structural alteration, construction, addition, or removal of the common area or facilities shall be commenced or conducted except upon written approval of the Housing Committee of the institution.

(e) The maintenance, keeping, boarding and/or raising of animals, livestock, or poultry of any kind, regardless of number, shall be and is hereby prohibited within any home, or upon the common area, except that this shall not prohibit the keeping of domestic pets as outlined in the Institution Supplement; provided that they are not kept, bred or maintained for commercial purposes; and provided further that the keeping of such dogs, cats and/or caged birds will not constitute such type of noxious



or offensive activity as covered in subsection (a) of this section. All dogs must be kept inside their respective owner's home or enclosed yard and may be walked on the common area, only on a leash.

(f) Except for such signs as may be posted by the Institution Executive Staff, no signs of any character shall be erected, posted or displayed upon, in, from or about any home or the common area. Real estate signs shall be addressed in the Institution Supplement.

(g) Except as herein elsewhere provided, no junk vehicle or other vehicle, on which current registration plates are not displayed, trailer, truck, camper, camp truck, house trailer, boat, boat trailer or the like shall be kept upon the common area or any lot, nor shall the repair or extraordinary maintenance of automobiles or other vehicles be carried out thereon except as may be provided by the Institution Supplement approved by the Housing Committee.

(h) No part of the common area shall be used for commercial activities of any character.

(i) No burning of any trash and no unreasonable or unsightly accumulation or storage of litter, new or used building materials, or trash of any other kind shall be permitted on any lot or upon the common areas. Trash and garbage containers shall not be permitted to remain in public view, except as provided by the Institution Supplement. Yards, steps and parking areas of each residence must be kept clean of litter, paper and trash.

(j) No structure of a temporary character, trailer, tent, shack, barn or other outbuilding shall be maintained upon the common area at any time except by the institution. Sheds shall be subject to prior approval by the Housing Committee, except for sheds, if any, erected by the institution as part of the original construction. Outdoor clothes dryers or clothes lines shall not be maintained upon any lot.

(k) No outside television or radio aerial or antenna, or other aerial or antenna shall be maintained upon any home.

(l) Decks, porches, patios, and platforms shall be maintained in a neat, safe, and orderly manner.

(m) The owner of each home shall have the right to store firewood provided such wood is kept in a covered storage box or neatly stored out of sight.

(n) The rear deck, patio, or driveway of each home may be equipped with an awning for protection from the elements, such awning may also have side panels for privacy. All awnings must be approved by the Housing Committee of the institution.

(o) Between 11:00 p.m. and 9:00 a.m., there shall be no loud or unusual noises; musical instruments, radios, televisions, record players, phonographs, hi-fi sets and amplifiers shall be used in such manner as not to disturb the other home owners.

(p) Outdoor cooking is only permitted in those areas approved in the Institution Supplement.

(q) Fences approved by the Housing Committee in accordance with established standards may only be installed rearward from the rear building line of each home; provided, however, that the home owner shall thereafter be responsible, at his sole expense, for all maintenance of said fence. Further, the maintenance of all balconies, patios, and doorsteps and the watering and maintenance of all lawns, plants and landscaping within the lot lines of each lot shall be performed by each home owner at his expense, together with removal from all sidewalks and walkway or landscaping within each lot. Except as herein provided, no home owner shall build, plant or maintain any matter or thing upon, over, or under the common area, except with the express permission of the Housing Committee, first obtained in writing, nor shall any home owner place trash, garbage, excess material of any kind on or about the common area, nor burn, chop or cut anything on, over, or above the common area.

(r) The front, side, and rear yards of each lot are to be maintained by each home owner. All uses of the front, side, and rear yards of each lot are specifically limited by the covenants herein.

## ARTICLE VII

### EXTERIOR MAINTENANCE AND EMERGENCY REPAIRS

Section 1. Exterior Maintenance: In the event that the need for maintenance or repair of a lot or the improvements thereon is caused through the willful or negligent acts of a homeowner, or through the willful or negligent acts of the family, guests or invitee of the homeowner of the lot needing such maintenance or repair, the cost of such exterior maintenance or repair shall be borne by the homeowner.